



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**AUGUSTUS A. HALL, CHIEF OF POLICE**

<b>NUMBER</b> P-2010-056	<b>EFFECTIVE DATE</b> May 19, 2010	<b>RESCINDS</b> P-08-056 Issued 3-3-08
<b>SUBJECT</b> Call-In Procedure		<b>ISSUING AUTHORITY</b> Chief Augustus A. Hall

## **I. POLICY**

Ensuring the proper staffing of personnel in an emergency situation may require the response of off duty officers. Therefore, it is necessary to have a plan in place to quickly notify officers of an order to report for duty.

## **II. PROCEDURE**

### **A. COMMANDER'S RESPONSIBILITIES**

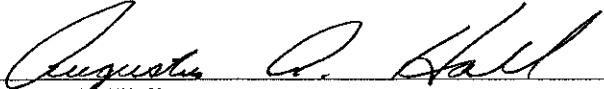
1. Ensure that all supervisors are provided with contact numbers for all officers under their command.
2. Ensure that the contact numbers are updated semi-annually during the performance evaluation review period.
3. Ensure that, when additional personnel are needed, the commander from the oncoming shift is notified of when and where to respond and any equipment needed.
4. Upon being notified that his shift/unit is to report for duty will:
  - a. Contact all supervisors under his command.
  - b. Ensure that all officers on his shift/unit have been notified.

### **B. SERGEANT'S RESPONSIBILITIES**

1. Keep a current roster and contact numbers of all officers on the shift/unit.
2. Update the contact numbers during the semi-annual performance evaluation review.
3. Once notified, contact all officers assigned to him by the shift commander and order them to report to the designated location without delay and with appropriate equipment.
4. Document times notified and responses to all contacts.

5. Report to the designated location without delay and assume the role of a first line supervisor unless otherwise instructed by a commander.

By Order Of,

  
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Augustus A. Hall  
Chief of Police

Date 5-4-10